Date:

JOINING REPORT

This is to place on record that I **Mr./Ms**…….. have joined **Compass India Support Services Pvt. Ltd.** on **dated** ……at **Location-** ……. as **Designation-** …… I shall strive to uphold the values of Compass India Support Services Pvt. Ltd. & will always abide by the underlying values & beliefs of the organization.

Note: Please be specific and provide complete and accurate information. All information given to us by you will be kept confidential.

Personal Profile

Name in Full:		
Date of Birth:	Gender:	Marital Status:
Blood Group:		
Existing Bank Account No:	Account No: Bank Name: IFSC Code:	

ATTACHMENTS
Please attach:

1. Passport size Photographs 6 Copies
2. Photocopies of all relevant education certificates / degree mark sheets etc.
3. Experience & Relieving Certificate from Previous employer.
4. Photocopy of Passport/ Driving License
5. PAN card copy
6. Aadhar Card & other ID/Address Proof

No	Documents	Submitted	Will submit on
1	Passport Size Color Photo		
2	Educational Testimonials		
3	Relieving & Experience Letter		
4	Passport Copy		
5	PAN Card		
6	Aadhar Card & other ID/Address Proof		
7	Checked Original Docs (….Yes, …..No)		

DECLARATION

I confirm that the information provided by me in this application form is accurate and correct to the best of my knowledge. In the event that any information is found to be wrong, I understand that it will result in termination of my employment without notice.

I confirm that I didn't pay any money to any Compass employee or consultant/agent to get this job.

Date: **Employee Signature**

For HR Department Use Only	
Name of the HR Coordinator	
Designation	
Signature	